



COMMERCIAL BUILDING PLAN REVIEW CHECKLIST

For City of Columbus Building Plan Review and Building Permit Submission

Project Name: _____

Project Address: _____

Applicant Name: _____

Applicant Phone: _____ Fax: _____ E-mail: _____

Application Number (if given): _____ Adequacy Review Date: _____

Adequacy Review Statement:

The project plans were checked on a preliminary basis for the basic minimum information required to perform a building code Plan Review in accordance with OBC Section 106.1.1. The following checked items are inadequate or incomplete for the project submission. If an application number is issued - the status of this project will be "returned to applicant" once assigned to a plans examiner and the Twenty (20) working day review time line will be stopped for the projects' building plan review.

The following checked items are inadequate for this project submission:

Construction documents

- ___ 1. Provide the Ohio seal of a registered architect or professional engineer per OBC 106.3.4.1.
- ___ 2. Three (3) complete sets of the construction documents for the work and three (3) complete sets of the site plans and related details.
- ___ 3. Fifteen (15) loose site plans for zoning, buildings or additions.
- ___ 4. Two (2) - additional floor plans for maximum capacity cards for assembly or educational occupancies.
- ___ 5. Two (2) - additional floor plans for maximum capacity cards for all day care occupancies listing age, number, designated rooms, etc.
- ___ 6. For removal starts, if requested, submit two (2) additional floor plans showing all items to be demolished for a removal start – non-structural items only will be permitted for a removal start.
- ___ 7. For foundation permit, if requested, submit two (2) additional foundation plans and details.

Site Plan (OBC 106.1.1 item 2.)

- ___ 8. Provide a site plan showing to scale the size and location of new construction and all existing structures on the site, including setback and side-yard dimensions, all property and interior lot lines, distances from lot lines, the locations of the nearest streets, the established street grades, types and sizes of all utility lines and the elevations of all proposed finished grades; and it shall be drawn in accordance with an accurate boundary line survey.
- ___ 9. For demolition, the site plan shall show construction to be demolished and the location & size of existing structures and construction that are to remain on the site or plot. Indicate locations of terminated/capped utility lines.
- ___ 10. Identify buildings or structures located in the flood hazard areas.

Building/Design Data (OBC 106.1.1)

- ___ 11. Index – provide an index of drawings, locate on the first sheet (title page) of the construction documents.
- ___ 12. Indicate OBC occupancy classification(s) and/or use group, also identify separated or non-separated mixed uses as applicable.
- ___ 13. Indicate the OBC construction classification and identify the structural systems of the building.
- ___ 14. Provide complete structural design criteria per OBC 1603.0.
- ___ 15. Indicate tenant unit/suite location(s) for interior tenant alterations and/or build-outs.

Structural Information

- ___ 16. Submit soils report per OBC Section 1802.1.
- ___ 17. Foundation plan – indicate design bearing pressure, details, anchorage (bolt sizes, spacing, layout, etc.), reinforcing clearances in concrete, etc.
- ___ 18. Floor framing plans, Roof framing plans, connection details, column grid dimensions. Identify bracing system used. (wind/seismic)
- ___ 19. Pre-engineered building (sealed erection drawings, standard details and letter of certification from bldg manufacturer.)

Floor Plans

- ___ 20. Submit complete floor plans, including plans of full or partial basements and full or partial attics or penthouses. Floor plans must show all relevant information such as fire walls, fire barrier walls, fire partitions, door swings, stairs and ramps, windows, shafts, all portions of the means of egress, etc., and shall be sufficiently dimensioned to describe all relevant space sizes.
- ___ 21. Identify all spaces by its proper or intended room name - code appellation (name the room as to its intended use, example: an auditorium may not be identified as a "meeting room" if its attributes indicate it is an auditorium.)
- ___ 22. Designate the number of occupants to be accommodated on every floor, and in all rooms and spaces.
- ___ 23. Indicate accessibility provisions for the building interior, exterior building and site plan area, which clearly show compliance with OBC Chapter 11.
- ___ 24. Indicate materials to be used – provide room finish schedule(s), door and window schedule(s) with applicable ratings and hardware information.
- ___ 25. Indicate all fire-resistance ratings of all structural elements as required by the OBC, data substantiating all required fire resistance ratings including details showing how penetrations will be made for electrical, mechanical, plumbing, and communication conduits, pipes and systems, and the materials and methods for maintaining the required structural integrity, fire-resistance rating, and fire stopping. (Provide rated U.L. Assembly information - rated listings numbers.)

Exterior wall envelope/Energy Code

- ___ 26. Provide details of the exterior wall envelope as required, including flashing, intersections with dissimilar materials, corners, end details, control joints, intersections at roof, eaves, parapets, means of drainage and water-resistive membranes.



- ___ 27. For new construction, additions and tenant build-outs in shell buildings, submit complete energy code analysis in compliance with OBC Chapter 13. (ASHRAE 90.1, ComCheck, MEC Check, International Energy Conservation Code.)
- ___ 28. Submit complete detailing of exterior building elevations showing all openings, materials and total building height.
- ___ 29. Provide complete building/ cross sections, wall sections (footing to roof), details including typical connections as required to fully describe the building construction showing wall, ceiling, floor and roof materials.

Plumbing

- ___ 30. Submit plumbing plans and details that locate and describe all fixtures, plumbing fixture schedules, show handicap accessibility compliance. Provide drawing symbol designation information. Primary and secondary roof drainage information.
- ___ 31. Provide sanitary waste, drain and storm line plumbing isometrics with pipe sizes, cleanouts and materials, etc.
- ___ 32. Water supply line, sizes and isometrics. Water meter schematic – show valves, shut-offs, back flow devices, etc.
- ___ 33. Hot water heater drawings schematics with valves, drain pan and expansion tank, etc. information.
- ___ 34. Interceptor information – sizes, types, manufacturer's data, etc.

Electrical

- ___ 35. Submit complete electrical power and lighting plans with drawing symbol designation information. Electrical equipment and fixture schedules. Exit signage, emergency lighting and egress lighting information. GFCI information. Indicate overload protection devices and grounding details.
- ___ 36. Submit electrical panel locations and panel schedules with conduit, wire & ground wire with wire sizes and types.
- ___ 37. Provide calculated and/or connected load information.
- ___ 38. Provide a complete one-line service riser diagram.
- ___ 39. Hazardous location designation and provisions.

Mechanical (HVAC)

- ___ 40. Complete HVAC system plans and details, plenum descriptions and detailing, supply and return air duct/diffuser layouts with cfm amounts, fire/smoke damper locations and types, etc.
- ___ 41. Air balance schedule/information/calculations.
- ___ 42. Location, description and schedules of all equipment including manufacturer's equipment technical data and literature.
- ___ 43. Combustion, make-up and outside air schedules, calculations and detailing.
- ___ 44. Exhaust, smoke removal and related fire alarm/suppression/smoke detection information/detailing.
- ___ 45. Kitchen and/or exhaust hood drawings and information.
- ___ 46. Gas Fuel Piping - isometrics of gas supply piping, calculations and sizing information for gas piping. Construction Documents per IFGC 106.3.1.

Adjudication Rights

The above "checked" items were not provided with the submitted construction documents, this project does not conform to the requirements of the rules adopted by the Ohio Board of Building Standards. This adequacy review was performed to determine if the minimum required documents per OBC Section 106.1 were submitted.

You have the right to appeal this decision within 30 days of the date on this Commercial Building Plan Review Checklist by filing an appeal through the City of Columbus Chief Building Official to the Ohio Board of Building Appeals at 6606 Tussing Road, Reynoldsburg, Ohio 43068. You have the right to be represented by counsel, present arguments or contentions orally or in writing, and present evidence and examine witnesses appearing for or against you.

Be advised it is a violation of the Ohio Revised Code, the Columbus Building Code and the Ohio Building Code to build, alter, or change use or occupancy without first obtaining the required approval from the City of Columbus Building Services Division.

Joseph Busch, AIA-NCARB
Chief Building Official – City of Columbus

Adequacy Plan Reviewer: _____

(Signature)

Date: _____

Fire Suppression & Fire Alarm Systems

- ___ 47. These systems will not be approved with the building permit, but will be reviewed in detail on a required separate submittal to be made by the State of Ohio licensed fire protection contractor installing each system.
- ___ 48. If the project is a tenant finish/remodel and it is to be completed in 60 days or less, drawings for alterations to the fire suppression or fire alarm systems (as applicable) shall be submitted at the time of application for building permit. (See policy memorandum #CBO-01-0001.)
- ___ 49. Fire alarm systems drawing information – submit information as required by OBC 907.1 and the referenced standard NFPA 72 - 1999.
- ___ 50. Fire suppression system drawings – submit information required by OBC 903.1 and the referenced standard NFPA 13-1999 Sections A-8-1, A-8-1-1.
- ___ 51. Provide room names on the floor plan layouts (All room names shall match architectural submission drawing sets.)

Special Provisions/Building Official Additional Information

- ___ 52. Industrialized unit drawings and documents with State of Ohio Board of Building Standards approvals (current)
- ___ 53. Submit complete details of on-site interconnections of industrialized modules or assemblies. Provide foundation plan and anchorage detailing for industrialized units.
- ___ 54. Projects submitted for "Phased" permitting must be pre-approved by the Chief Building Official. Submit letter of approval for phasing from Chief Building Official.
- ___ 55. Submit State of Ohio Department of Health approved swimming pool documentation and construction documents.
- ___ 56. Fireworks storage or display – provide preliminary approved documentation from the State of Ohio Fire Marshall.
- ___ 57. Submit food service drawings to the City of Columbus Department of Health. Contact the Food Service Plan Review section at (614) 645-8554. (Dept. of Health – 645-8191)

Tents

- ___ 58. Flame resistance information and letter of certification
- ___ 59. Complete and accurate site plan information – showing distances from building, property lines, distances between tents, etc.

Other:
